



Heyworth Public Library District
Board of Trustees Meeting Minutes, July 14, 2026

The Library Board of Trustees convened at 6:34 p.m.
Vice-President T. Koch called the meeting to order.

Roll Call

Kira Stevens	President	Absent
Tami Koch	Vice-President	Present
Lisa Shaffer	Secretary	Present
Amy Roehrig	Treasurer	Present
Kathleen Clesson	Trustee	Absent
Wendy Hadden	Trustee	Present
Anne Pickett	Trustee	Absent

Staff present: Lori Urban, Director

Correspondence, Communications, and Public Comments

None.

Secretary's Report

Trustee A. Roehrig made a motion, seconded by Trustee T. Koch, to approve the minutes of the previous board meeting as presented. Motion carried (4-0).

Treasurer's Report

Trustee W. Hadden made a motion, seconded by Trustee L. Shaffer, to approve all account balances, payables, and transactions as presented for June 2026. Motion carried (4-0).

Trustee T. Koch made a motion, seconded by Trustee W. Hadden, to approve all transfers as presented for June 2026. Motion carried (4-0).

Trustee L. Shaffer made a motion to move 10% of the Director's Salary and the Janitor's Salary from the Insurance Fund to the General Fund, \$6,223.50 and \$408.56 respectively, for a total of \$6,632.06, seconded by Trustee W. Hadden, as presented. Motion carried (4-0)

Vice-President's Report

Vice-President T. Koch appointed Trustee K. Clesson and Trustee T. Koch to conduct the annual Secretary's audit before the August meeting.

Vice-President T. Koch designated FOIA (Freedom of Information Act) officers as Trustee L. Shaffer, Board Secretary and Director L. Urban.

Vice-President T. Koch designated OMA (Open Meetings Act) officer as Trustee L. Shaffer, Board Secretary.

Comments by Trustees

None.

Director's Report

Director L. Urban reported that the Per Capita grant was awarded in the amount of \$9,300.70, which was \$1200 higher than last year. We received gift money which will be used to purchase a bike rack. Perfection Powder Coating gave us a quote of \$600 to recoat the bench at the back walkway. RW Vandegraft Painting is waiting for a date to begin work on roof and exterior painting. Paul's Upholstery began reupholstering the chairs on July 6th and estimates it will take 1-2 months to complete. Reviewed the Marketing & Promotion chapter for the Per Capita Grant. All core standards are met except #5 which is meeting the accessibility laws and standards that are currently in progress.

Unfinished Business

Trustee A. Roehrig made a motion to add a Marketing/Promotion line to the FY 26/27 budget in the amount of \$1,000, seconded by Trustee T. Koch. Motion carried (4-0).

FY 26/27 Budget revisions are now complete.

Trustee L. Shaffer made a motion to approve the Board of Trustees Bylaws as presented, seconded by Trustee A. Roehrig. Motion carried (4-0).

The Special Reserve Ordinance 11-1 was reviewed, and no further action is needed.

The Special Reserve Plan Ordinance 13-2 was reviewed, and no further action is needed.

Trustee T. Koch made a motion to approve the Outstanding Check policy as presented, seconded by Trustee W. Hadden. Motion carried (4-0)

New Business

Review Disaster Plan

Quarterly Review of the Capital Asset Plan

Adjournment

Vice-President T. Koch adjourned the meeting at 7:13 p.m.

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The next meeting will be Tuesday, August 11, 2026, at 6:30 p.m.